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**TEMPORARY HOUSING MANAGEMENT PLAN
BETWEEN
THE STATE OF _____ (State)
THE FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA)
THE GENERAL SERVICES ADMINISTRATION (GSA)
THE U.S. ARMY CORPS OF ENGINEERS (USACE)**

1. MISSION

Provide temporary housing in the form of travel trailers or mobile homes at individual sites or parks for the victims of _____. This will include service order contracts for haul and installation of units at individual or group sites and/or design and construction of mobile home parks including utilities, pads, and roadways, and hauling and installing the mobile homes on the pads. The work will be done in accordance with local state laws and regulations, and federal environmental laws.

2. PRE-MISSION EFFORTS

Potential sites for the mobile home parks are being identified by the ROC in _____ and will be evaluated by USACE as soon as the teams are activated and weather permits. USACE will recommend sites and coordinate the selection with FEMA/State and the County.

3. DESCRIPTION OF MISSION

- a. Follow ESF #3 Disaster recovery plan. See document HOUSMAIN.DOC
- b. Utilize existing FEMA inventory of mobile homes and travel trailers. FEMA has units delivered to staging area at _____. USACE issues three haul and install contracts to haul from staging area(s) to sites identified by FEMA. Each contract to have daily delivery capacity of 10 units per day. USACE issues delivery orders against the contracts, supervises setup and does checkout with contractor. See document "Travel Trailer Mission Brief.rtf" for details on **Private Home Site Travel Trailer Installation.**
- c. Temporary Housing Recourses Availability. There are currently approximately [500] [_____] FEMA owned mobile homes and travel trailers available within the Agency. These units will be available as needed, and may fill the need for temporary housing units until newly built units arrive from dealers and / or factories. There are no existing acquisition or transportation contracts for mobile homes or travel trailers at this time per Region ____ (Place) Contracting Officer.

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- d. New Park Development. Designing and constructing temporary mobile home parks, obtaining permits and environmental clearance, constructing sewer, water, power, gas, telephone, and cable utilities, purchasing mobile homes, hauling to the site, and installing the mobile home on the pad including all utility hook-ups. It is anticipated that the requirement will consist of developing [1-4 sites to accommodate 300 units, with a possibility of up to 400 units] [_____].
- e. Environmental Concerns. All sites will need to be reviewed and coordinated for NEPA compliance under FEMA regulations and the Stafford Act. This will include obtaining clearance for culturally sensitive areas and hazardous/toxic wastes. A public review period of 72 hours will be required. FEMA will approve the final Environmental Assessment prior to the start of construction.
- f. Design. USACE contractor will prepare the final grading and utility design based on typical layouts in USACE temporary housing library.
- g. Site Construction. USACE contractor will construct the parks on one or more sites as needed. The work will be executed with phased turnover of units to allow occupancy in the shortest timeframe possible. Additional quality assurance and management staff will be activated as required.
- h. Mobile Home Purchase. GSA or USACE purchases additional travel trailers or mobile homes based on the criteria provided by FEMA and USACE. The national listings of manufacturers of mobile homes are available through www.mobilehome.net/manufacture.htm Travel trailer manufacturers are found through www.rv.net/links/index.cfm?groupID=1& .
- i. FEMA will establish and man the logistics of the staging site where the purchased units will be delivered.
- j. Utilize the USACE Haul and Install contracts to deliver the travel trailers or MH from the staging site to sites identified by FEMA taskers. This would be to existing group sites that have been cleared or individual home sites that are above the flood plain.
- k. The homes will be supplied in sufficient quantity and in a timely manner to be installed as soon as the site pads are ready.
- l. Mobile Home Installation. USACE contractor will install the mobile home on the pad, including skirting and tie-down, and hook up of all utilities.
- m. Site Turn-Over. As the phases are completed, USACE will transfer the sites through FEMA to the County for assignment to individual families.

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- n. Construction Site Clean-up/Removal. When the mobile homes are no longer needed, the County will restore the site to its original condition.

4. METHOD OF CONTRACTING

USACE will negotiate a design-bid-build or design-build contract with one or more experienced contractors capable of completing the work in the time required.

5. PERMITS

The State and County, with the assistance of USACE, will coordinate to assure all permits are obtained in a timely manner.

6. RIGHTS OF WAY

The County, with the assistance of USACE, will acquire the necessary rights of way.

7. RESPONSIBILITIES

- a. USACE
 - i. Provide project and construction management
 - ii. Secure contractor(s) to execute the mission
 - iii. Prepare environmental assessment with close FEMA coordination
 - iv. Assist with rights of entry and hold harmless agreement for all sites
 - v. Coordinate with City and County
 - vi. Coordinate with all permit agencies
 - vii. Coordinate mobile home criteria with GSA
 - viii. Acquire mobile homes if mission is given to USACE
- b. GSA
 - i. Acquire mobile homes
 - ii. Coordinate mobile home criteria with FEMA & USACE
- c. County
 - i. Expedite permits and provide rights of way for selected properties
 - ii. Assign trailers to individual families
 - iii. Coordinate addresses for mail service
 - iv. Operate and maintain sites for duration of use
 - v. Responsible for coordination of close-out of site
- d. FEMA
 - i. Coordinate mission with State and County
 - ii. Provide funding for mission execution.

8. REPORTING

Reporting will be done on a daily basis in ENGLink. Essential elements of information will be kept in an excel database on execution and uploaded to ENGLink.

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9. AGREEMENT

The intent of this agreement is to clearly define and agree to the responsibilities of USACE, FEMA, GSA, the County, and the State with respect to the [Hurricane Isabel] [_____] temporary housing mission. All parties agree to support this partnership, the concept of operations for the mission, and the attached schedule for completion of this emergency mission.

NAME
TITLE
DISTRICT ENGINEER
CORPS OF ENGINEERS

NAME

TITLE
STATE OF _____

NAME
TITLE
GSA

NAME
TITLE
COUNTY OF _____

NAME
FEDERAL COORDINATING OFFICER
FEMA